

analysts, to a team or teams of analysts and support staff. Emphasis of duties is on developing, analyzing and monitoring the County budget and fiscal matters; management and fiscal studies impacting County government; and developing and implementing Countywide policies and procedures.

As a project manager: May supervise or provide work direction to subordinate staff. Emphasis of duties is on development, analysis, and management of special, major long-term projects which have significant Countywide and inter-governmental impact, or on special assignments involving significant inter-governmental relationships and activities.

SENIOR ADMINISTRATIVE ANALYST is the supervisory level class in this series. Incumbents report to a position at or above the level of Principal Administrative Analyst. Incumbents are subject to general direction, perform duties independently, and represent the office within assigned areas of responsibility. Most positions are located in the County Executive's Office. Positions may be located in other departments where the complexity and nature of assigned duties are sufficiently similar and comparable to the duties of positions in the County Executive's Office as described below; because of the level of this class and the type of duties performed, there are few allocations to other departments and positions may be limited in duration.

Typical assignments are either as supervisor of an analyst team; or as head, or team member, of a special major project or program; or any combination of these. These typical assignments are described as follows:

As a team supervisor: Supervises, directs or coordinates a team of subordinate analysts and support staff. Emphasis of duties is on analyzing, reviewing and monitoring a major segment of the County budget; management and fiscal studies impacting a major segment of County government; developing and implementing Countywide policies and procedures.

As a project manager or project team member: May supervise or provide work direction to subordinate staff. Emphasis of duties is on development, analysis and management of complex special projects impacting some or all County departments; or as a team member on special, major long-term projects; or on a special assignment focusing on an inter-governmental activity such as providing administrative and liaison services and representing the department and the County before boards, commissions and committees.

ASSOCIATE ADMINISTRATIVE ANALYST is the journey level class in this series. Most positions are located in the County Executive's Office. Positions may be located in other departments where the complexity and nature of assigned duties are sufficiently similar and comparable to the duties of positions in the County Executive's Office as described below. Incumbents report to a position at or above the level of Senior Administrative Analyst. Incumbents are subject to general supervision, and perform duties and represent the department within the specific assignment.

Typical assignment is either as a staff analyst; or as a team member on special projects; or as the analyst in charge of a special project or program, or any combination of these. These typical assignments are described as follows:

As a staff analyst: Emphasis of duties is on analyzing, reviewing and monitoring a segment of the County budget; participating in management and fiscal studies; participating in development and implementation of County policies and procedures.

As a project analyst or project team member: Emphasis of duties is on development, analysis and management of special projects involving one or more County departments, or as a team member on larger projects having broader impact.

In any type of assignment, incumbents may provide direction to subordinate staff in the specific area of work.

This class has two salary levels: (Level II) is designed for persons at the full journey level.

(Level I) is designed for persons who have some experience or education in public administration but not sufficient experience to function at the full journey level without additional on-the-job experience.

Most appointments to this class are initially made at (Level I) but the level at which initial appointments are made and advancement from (Level I) to (Level II) are at the discretion of the appointing authority, providing the minimum qualifications are met.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

NOTE: The following duties are performed by most incumbents, but other related duties may be performed; not all duties listed are necessarily performed by each individual.

PRINCIPAL ADMINISTRATIVE ANALYST

In management executive capacity, is responsible for performing and directing an analyst staff in performing analytical, budgetary, fiscal, inter-governmental, and special projects duties which have significant impact on County government. Duties may include, but are not limited to, the following:

- Plans, organizes, directs, reviews, evaluates, and makes decisions involving the work of subordinate supervising analysts, analyst teams and other staff.
- Reviews, researches, analyzes and prepares the annual proposed and final budgets for assigned departments and budget units for inclusion in the final County budget; coordinates budget preparation process with the staff of assigned departments and budget units; develops recommendations for final budget review.
- Coordinates, reviews and evaluates budget segments prepared by subordinates; initiates policy recommendations for functional and organizational changes in departments and budget units to achieve annual budget goals in areas of cost-effectiveness and levels of service of those departments; coordinates budget preparation activities with other Principal Analysts and other staff to prepare the final budget for presentation to the Board of Supervisors.
- Researches, evaluates, and makes decisions on requests from assigned departments and budget units for changes in allocation of positions, funding appropriations, and program functions on a continuing basis throughout the fiscal year; reviews and evaluates recommendations of subordinates regarding departments and budget units assigned to them; coordinates these requests and changes with other analysts and other departments.
- Evaluates existing and proposed organization, policies and procedures, programs and functions of assigned departments and budget units; consults with and advises department and budget unit staff; makes recommendations; and reviews and evaluates the same activities of subordinate staff.
- Represents the office on committees and task forces for the development, scheduling, implementation and monitoring of programs which have significant County-wide impact and required coordination between the County, County departments and other agencies.
- Serves as the administrator and liaison for the office, and the County, with governmental agencies, boards, commissions and offices, and private entities.
- Performs administrative, management, and liaison duties for special major long-term projects such as acquisition, building design and construction, and facility use planning; coordinates all facets of such projects with the departments involved and with other governmental and private entities; and, plans and directs the financing and budgets for such projects.
- Conducts detailed research and analysis of economic, social and legal conditions in the public and private sector to forecast long-term fiscal impact of decisions made by the County about programs and functions of County departments.
- Reviews existing and proposed local, state and federal legislation for impact on the County; consults with affected departments; makes recommendations on action to be taken; and writes proposed changes.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of public administration, organization and management
- Principles of business administration; principles and procedures of budget preparation and control
- Procedures and processes of Sacramento County budget preparation and maintenance;
- Principles of accounting;
- Statistical methods;
- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures;
- Relationships between local, state and federal governments, public interest groups and private enterprise as they affect the County;
- Effective techniques for speaking before groups and making public presentations;
- Detailed organizational and functional structure of County government;
- Principles and methods of supervision;
- County personnel practices;
- Principles of long-range financial planning and financing methods and practices of local governments;
- Local, state and federal laws, regulations and procedures affecting functions of the County
- Legislative processes of the County, State and Federal government.

Ability to:

- Independently research, analyze and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures and problems
- Research, compile and analyze statistical and other complex data
- Write complex reports in a logical, comprehensive, concise manner; make recommendations
- Develop, and direct subordinate staff in following procedures and instructions for conducting studies and preparing reports
- Prioritize workload efficiently, without direct instruction, to meet deadlines under changing conditions
- Establish and maintain effective, cooperative working relationships;
- Facilitate, coordinate and negotiate between staff members of different County and non-County departments and offices;
- Acquire subject matter expertise in specific functions, programs and special projects, including the laws
- Rules, regulations, and procedures and technical operations
- Use computer-related peripheral equipment
- Direct the work of subordinate staff
- Perform, and direct the performance of, complex budget analysis, preparation and monitoring
- Initiate and develop efficient, cost-effective policies for long-term County-wide use
- Effectively represent the office and the County to the public and before public bodies.

SENIOR ADMINISTRATIVE ANALYST

Performs, and supervises an analyst staff in performing analytical, budgetary, fiscal, inter-governmental, and special projects duties affecting a major segment of County government. Duties may include, but are not limited to, the following:

- Supervises, plans, organizes, reviews and evaluates the work of a team of analysts.
- Reviews, researches, analyzes and prepares the annual proposed and final budgets for one or more major departments and budget units for inclusion in the final County budget; coordinates budget preparation process with staff of assigned departments and budget units; develops recommendations for review by superiors; prepares assigned segments of the final County budget; and coordinates and reviews budget activities of subordinate staff.
- Researches, evaluates and makes recommendations on requests from assigned departments or budget units for reallocation of positions and changes in funding appropriations on a continuing basis throughout the fiscal year; coordinates and evaluates

the same activities of subordinate staff.

- Evaluates existing and proposed organization, policies, procedures, programs and functions of assigned departments and budget units; consults with and advises department staff; makes recommendations; and reviews and evaluates the same activities of subordinate staff.
- Represents the department on committees and task forces for the development, scheduling, implementation, and monitoring of programs having Countywide impact or requiring coordination between departments.
- Serves as administrator and liaison between the County or the Office and other governmental agencies, boards, commissions, offices, and private entities.
- Reviews existing and proposed legislation for impact on the County; consults with affected departments; and makes recommendations.
- Performs administrative and liaison duties for projects or programs; coordinates activities with other staff members and other departments and agencies; and performs budget and finance duties, including contract monitoring.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of public administration, organization and administrative management
- Basic principles of business administration
- Principles and procedures of budget preparation and control
- County budget preparation and maintenance procedures and processes
- Principles of accounting
- Statistical methods
- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures
- Relationships between local, state and federal governments, public interest groups and private enterprise as they affect the County
- Effective techniques for speaking before groups and preparing public presentations
- Detailed organizational and functional structure of Sacramento County government
- Principles and methods of supervision
- Sacramento County personnel practices and procedures.

Ability to:

- Research, analyze and make effective recommendations on administrative management, budgetary and fiscal practices, procedures and problems;
- Research and compile statistical and other complex data
- Write complex reports in a logical, comprehensive, concise manner
- Prepare effective presentations of conclusions and recommendations
- Develop, follow, and supervise staff in following procedures and instructions for conducting studies and preparing reports
- Prioritize workload efficiently to meet deadlines under changing conditions
- Establish and maintain effective cooperative working relationships
- Facilitate, coordinate and negotiate between staff members of different County and non-County offices
- Acquire subject matter expertise in specific functions and programs including applicable laws, rules, regulations procedures and operations
- Learn to use computer-related peripheral equipment
- Plan, organize, supervise and coordinate the work of subordinates.

ASSOCIATE ADMINISTRATIVE ANALYST (LEVELII)

Performs analytical, budgetary, fiscal, inter-governmental and special projects duties as part of an analyst team or for special projects. Duties may include, but are not limited to, the following:

- Reviews, researches, analyzes and prepares the annual proposed and final budgets for

one or more departments or budget units for inclusion in the final County budget; coordinates budget preparation process with staff of assigned departments and budget units; develops recommendations for review by superiors; and prepares assigned segments of the final County budget.

- Researches, evaluates and makes recommendations on requests from assigned departments or budget units for reallocations of positions and changes in funding appropriations on a continuing basis throughout the fiscal year.
- Evaluates existing and proposed organization, policies, procedures, programs, and functions of assigned departments and budget units; consults with and advises department staff; and makes recommendations.
- Represents the department on committees and task forces for the development, scheduling, implementation, and monitoring of programs having Countywide impact or requiring coordination between several departments.
- Serves as administrator and liaison between the County or the department and other governmental agencies, boards, commissions, and offices, and private entities.
- Reviews existing and proposed legislation for impact on the County; consults with affected departments; and makes recommendations.
- Performs administrative and liaison duties for projects and programs; coordinates activities with other staff members and other departments and agencies; and performs budget and finance duties, including contract monitoring.

EMPLOYMENT STANDARDS:

Knowledge of:

- Basic principles of public administration, organization and administrative management
- Basic principles and procedures of budget preparation and control
- Basic principles of accounting; statistical methods
- Methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures
- General relationships between local, state and federal governments, public interest groups, and private enterprise
- Effective techniques for speaking before groups and making public presentations
- Basic organizational and functional structure of County government.

Ability to:

- Research, analyze and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures and problems
- Research, and compile statistical and other complex data
- Write complex reports in a logical, comprehensive, concise manner
- Prepare effective presentations on conclusions and recommendations
- Follow established procedures and instructions for conducting studies and preparing reports
- Prioritize workload efficiently to meet deadlines under changing conditions
- Establish and maintain effective cooperative working relationships
- Facilitate, coordinate and negotiate between staff members of different County and non-County offices
- Acquire subject matter expertise in a specific function or program, including its laws, rules, regulations, procedures, and operations;
- Learn to use computer-related peripheral equipment.

ASSOCIATE ADMINISTRATIVE ANALYST (LEVEL I)

Entry level of the Administrative Analyst Series. Designed for recruitment and training of persons who do not meet the full journey level requirements of (Level II). Work is originally performed under close supervision, but as experience increases incumbents receive less supervision and work with greater independence. Examples of Duties, Knowledges and Abilities are the same as Associate Administrative Analyst (Level II).

MINIMUM QUALIFICATIONS:**PRINCIPAL ADMINISTRATIVE ANALYST**

Either:

1. Two years of experience in Sacramento County service in the class of Senior Administrative Analyst and/or Administrative Services Officer III.

Or:

2. Two years of administrative experience at the advanced journey or supervisory level, or higher; such experience (1) must be comparable and at a level equivalent to or higher than Senior Administrative Analyst as described in the Distinguishing Characteristics and Examples of Duties for that class, and (2) must include duties in budget analysis, review and control; analysis and development of policies and procedures; development, analysis and administrative liaison for special projects or programs; directing and participating in special projects or programs of a County-wide or inter-governmental nature; and supervision of an administrative staff engaged in these and related duties.

NOTE: THE OBJECTIVE OF THIS MINIMUM QUALIFICATION is experience that would enable an appointee to provide management direction to an administrative analyst staff in the County Executive's Office and to participate in management, policy, and fiscal matters having significant County-wide and inter-governmental impact.

Typically, such experience includes: a Bachelor's or higher degree, or college coursework, or college level training in the fields of public administration, business administration, economics, accounting, management or personnel, or a field directly related to the administrative, management, and fiscal duties of this class. And, work experience that is equivalent to the supervisory level Senior Administrative Analyst and that provided extensive knowledge of Sacramento County management and fiscal processes, procedures, and policies.

Administrative experience in Sacramento County service is usually required although other governmental or private enterprise experience may provide some of the necessary background. Within County service, experience in supervisory or management level administrative classes usually provides the necessary experience; experience in other County classes at the management level may also provide the necessary background if it included the duties described in the Minimum Qualifications, above.

SENIOR ADMINISTRATIVE ANALYST

Either

1: Two years of experience in Sacramento County service in the class of Associate Administrative Analyst and/or Administrative Services Officer II.

Or:

2. Two years of administrative experience at the full journey level or higher; such experience (1) must be comparable and at a level equivalent to the duties of Associate Administrative Analyst (Level II) as described in the Distinguishing Characteristics and Examples of Duties for that class, and (2) must include duties in budget analysis, review and control; analysis and development of policies and procedures; and, development, analysis, or administrative liaison for special projects or programs.

NOTE: THE OBJECTIVE OF THIS MINIMUM QUALIFICATION is experience that would enable an appointee to perform, and supervise an analyst staff in performing, the full range of analytical, fiscal, and special projects duties in Sacramento County service with minimal orientation to the specific job assignment.

Typically, such experience includes: a Bachelor's or higher degree, or college coursework, or college-level training, in the fields of public administration, business administration, economics, accounting, management, or personnel, or a field directly related to the administrative, management or fiscal duties of this class. And, work experience at a

department-wide or organizational-wide level which involved duties equivalent to those of the journey-level Associate Administrative Analyst. Governmental administrative experience is preferable, although experience in private enterprise may provide the necessary background. Within County service, experience in journey-level or advanced level administrative classes usually provides the necessary experience; experience in other County classes at the supervisory or management level may also provide the necessary experience if it included the duties described in the Minimum Qualifications above.

ASSOCIATE ADMINISTRATIVE ANALYST (LEVEL II)

One year of administrative experience at the full journey level, or higher; such experience (1) must be comparable and at a level equivalent to the duties of Associate Administrative Analyst (Level I) as described in the Distinguishing Characteristics and Examples of Duties for that class, and (2) must include training and/or participation in budget analysis, review, and control; analysis or development of policies or procedures; and development, analysis, or administrative liaison for special projects or programs.

ASSOCIATE ADMINISTRATIVE ANALYST (LEVEL I)

Either:

1. One year of full time experience in a supervisory level class in Sacramento County service whose duties included personnel selection, counseling, and discipline; budgeting; and policy/procedure development, enforcement, and interpretation.

Or:

2. A Bachelor's degree or higher from an accredited college or university in a field directly related to the administrative, management or fiscal duties of this class.

Or:

3. One year of full time experience in Sacramento County service in any of the following classes:

- Accountant
- Auditor
- Auditor-Appraiser
- Executive Secretary/Secretary to an elected official
- Legal Executive Secretary
- Legal Research Assistant
- Personnel Assistant
- Public Information Specialist
- Workers Compensation Assistant

Or:

4. Two years of full time experience in Sacramento County service performing lead, budgetary, administrative, or personnel work at a level equivalent to Account Clerk III, Senior Court Process Clerk, Senior Election Assistant, Senior Office Assistant, Senior Office Specialist, or Senior Student Intern.

Or:

5. One year paid, full-time employment at a level equivalent to Administrative Services Officer I in Sacramento County or Staff Services Analyst with the State of California or other governmental jurisdiction whose main responsibilities include budget development, policy/procedure development, enforcement, and interpretation, and/or management of personnel.

NOTE: The level at which initial appointments are made to the class of ASSOCIATE ADMINISTRATIVE ANALYST, and advancement from (Level I) to (Level II), are at the discretion of the appointing authority, provided the minimum qualifications are met.

NOTE: THE OBJECTIVE OF THIS MINIMUM QUALIFICATION is experience that would enable